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ER

15 March 1985

Executive Registry

85- 1099

NOTE FOR:

FROM:

Executive Director

SUBJECT: Your Suggestion Regarding a Guide  
to the Regulations

Your thoughtful suggestion concerning a handbook guide to Agency regulations for each employee struck a responsive chord. I've explored it with interest and learned that a similar idea was tried in 1958 with the publication of a Regulations Digest for Small Field Stations. Reading it today, I sense it should have been useful. Indeed, it was originally well received and was revised in 1959 and 1960. By 1962 it was considered only marginally useful, however, and was then rescinded.

A difficulty with undertaking a summary such as you describe is the dynamic nature of our regulatory issuances, reflecting changes in circumstances, law, administrative policy, court decisions, and the like. There are 514 of them in force at this writing, and they are constantly being revised.

Notices containing transitional information about regulations or policy not yet incorporated in revisions to the regulations.) In short, there would be a constant flow of change notices going out to each employee to update the individual handbook. The risk of an employee failing to keep his or her handbook up to date and, as a consequence, acting on outdated, unrevised information would be high. Indeed, this problem appears to have killed your idea as it was implemented in the early 1960s.

It's also true that an employee who consults the regulations on an important matter should not depend on a summary which may not be the last word on a regulatory question. Moreover, our lawyers point out that the legal basis for the regulations must be clearly stated because, in many cases, the regulations serve as the official delegation of authority from the DCI down. The substance of other regulations is so tightly bound by statute and other (non-Agency) regulatory issuances that they must be drafted in a particular way.

But don't lose heart. A number of the problems I've outlined could be avoided and the goal of your suggestion at least partially achieved by computerizing our regulatory issuances. The Regulatory Policy people are planning to do just that. This would permit

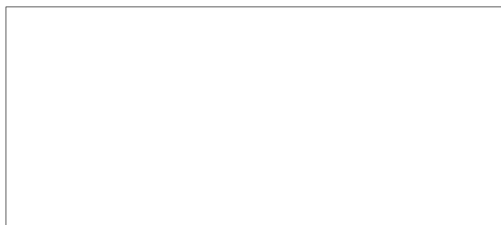
ALL PORTIONS CONFIDENTIAL

CONFIDENTIAL 0-10

almost instant universal update with a minimum of effort and would make the regulations readily available to the ever increasing number of employees with access to our systems. Moreover, the computerization process will include a badly needed updating of the Index to the issuances which will direct employees to the appropriate regulation or handbook entry. All things considered, I believe this is the way to proceed to comply with the laudable spirit of your suggestion.

Thank you for bringing my mind to focus on this matter. As a result of your suggestion, I have urged the DDA to upgrade the priority assigned to computerizing our regulatory issuances to make them more conveniently available to the bulk of our employees.

25X1



DD/A Registry

85-0870

## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM

Deputy Director of Information Services  
1205 Ames

EXTENSION

NO.

DATE

8 March 1985

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. EO/DDA  
7 D 18 Headquarters

1 2 MAR 1985

DM

Ed:

You may find the attached useful in case the "little red book" question continues.

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3. EXDIR

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15.

1 to 3: Jim:  
Pls include  
the attached with  
the other notes on  
the little "RED"  
Regulations Digest  
manual. *Franklin*

DCI  
EXEC  
REG

0-102

## BACKGROUND ON REGULATIONS DIGEST FOR SMALL FIELD STATIONS

In May 1958 a Digest of Field Regulations was compiled by the Agency's Regulations Control Unit to respond to the DDP proposal that a "streamlined" set of field regulations be developed for small stations to replace the existing Field Regulations Manual. A senior officer had just returned from overseas and was given the responsibility to accomplish this task. For many reasons it proved difficult because of the heterogeneous nature of the small stations and their different requirements.

By November 1959 almost every section of the Digest had been affected by revisions in the regulations and, therefore, it had to be completely revised. Because of the considerable work involved, all initiating components were given responsibility to prepare future Digest revisions. From the incomplete correspondence available on this matter, it appears that the difficulties in maintaining the Digest on an up-to-date basis and in coordinating the changes led to its rescission in August 1962.

As indicated by the correspondence and those who recall the matter first hand, more than a year and a half was involved in the preparation of the Digest.

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DD/A Registry

85-0647

ACIS - 1074/85  
14 February 1985

MEMORANDUM FOR: Director of Central Intelligence  
Deputy Director of Central Intelligence  
Executive Director  
Deputy Director for Administration

THROUGH: Deputy Director for Intelligence  
Chief, Arms Control Intelligence Staff

25X1 FROM:   
Arms Control Intelligence Staff

25X1 SUBJECT: Suggestion On How To Do Our Job Better: Write a Guide to the  
Regulations

25X1 1. Suggestion: Write one handbook which provides a gist of all Agency regulations. The handbook should be written clearly and accurately while conveying the meaning and intent of the regulations. It should be appropriately cross-referenced and fully indexed. One copy should be provided to each employee.

25X1 2. Procedure for Implementing Suggestion: Select a qualified writer interested in carrying out this suggestion. The writer need not, and probably should not, have any experience in writing legalistic language. The writer would gist each section of the regulations (I have attached an example; note the savings in words from about 630 to 160). Ensure that the appropriate elements in the DDA review the draft for accuracy. The writer could cross-reference and index the handbook.

25X1 3. Costs: The cost would be the time it takes a writer to do the task and the cost of publishing and distributing the book. I believe a good writer could gist each book of regulations in three weeks.

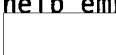
25X1 4. Payoffs: The payoffs would be impossible to quantify but could be far-reaching. A readily available handbook for each worker would heighten employee awareness and understanding of Agency rules and regulations, and should result in employees consulting the regulatory books more frequently and more effectively. This would likely result in greater employee compliance with Agency procedures and thereby improve the coherence and excellence of

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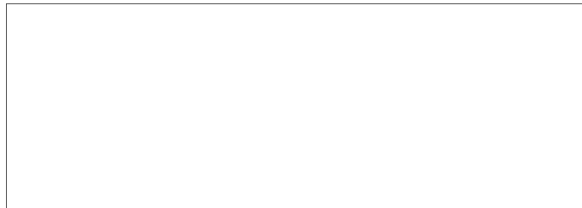
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Agency performance. (A similar handbook guide could be written for existing Executive Orders). Furthermore, employees would be grateful to management for taking the effort to help employees understand the regulations; this gratitude could improve morale. 

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Attachments: As stated

This MEMORANDUM is UNCLASSIFIED  
when removed from Attachments B.

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ACIS - 1074/85  
14 February 1985

STAT SUBJECT: Suggestion On How To Do Our Job Better: Write a Guide to the Regulations [REDACTED]

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STAT DDI/ACIS [REDACTED] 14Feb85

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Attachment AGist of 

Collateral classified material is properly classified information which does not qualify for special controls, as does sensitive compartmented information (SCI) and other sensitive material. This material also includes information which should be properly classified but has not been formally classified due to operational circumstances or oversight.

- All employees have a fundamental responsibility to properly protect classified information.
- Briefcases and packages may be searched as people enter or exit the Agency.
- No person may be given access to classified material unless that person has the appropriate clearance and has a need for such access to perform official duties or contractual obligations. The DDA can waive this restriction for people doing historical research or former Presidential policymaking appointees. Even then, strict procedures and limitations apply.
- Classified material will be handled and stored strictly in accordance with Agency regulations that provide adequate protection.
- With few exceptions, CIA cannot disseminate to a third Agency classified material from another Agency without that Agency's consent. (U)

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